



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:	052-15	ISSUE DATE:	April 17, 2015
TITLE:	LEGAL SPECIALIST (UNCLASSIFIED)	CLOSING DATE:	May 4, 2015
LOCATION:	Department of Children and Families Office of Legal and Legislative Affairs Trenton, NJ 08625		
POSITIONS:	1	RANGE:	X98
DISTRIBUTION:	STATE-WIDE	SALARY:	Commensurate with education and experience.
SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.			

DEFINITION: Under direction of the Chief Executive Officer or other supervisory official in a state department, institution, or autonomous agency, performs confidential legislative, legal, and policy - influencing research related to department programs, in conformance with guidelines established by the State Attorney General; acts as liaison between a state department and the Office of the Attorney General in receiving, formulating, and transmitting requests for legal advice on behalf of a state agency; prepares reports and recommendations on the impact of proposed or existing legislation; does related work as required.

SPECIAL NOTE: Job responsibilities include providing legal support to the Department of Children and Families, primarily the Division of Child Protection and Permanency; serving as the primary contact for questions surrounding Special Immigrant Juvenile Status as well as other related immigration circumstances; provide department wide trainings to staff on immigration and other legal areas as necessary; serve as a liaison between the Department other agencies/entities, such as the Administrative Office of the Courts, the Office of the Attorney General, the Office of the Public Defender, and the Office of Parental Representation; providing guidance to the Department in the review, consideration and development of legislation, regulation, administrative orders, and policy.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with Juris Doctor (J.D.) or a Bachelor of Laws (L.L.B.) degree.

-OR-

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience involving legal or legislative research, drafting of rules, regulations, legislation, amendments, and/or the interpretation of statutes.

NOTE: Appointees currently matriculating in an accredited law school as an L.L.B or J.D. candidate may substitute such enrollment for the three (3) years of required experience on a year-for-year basis.

NOTE: The legal specialist may be a fulltime law school student working for the state on a limited parttime basis or during periods when law school is not in session.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Linda M Dobron, Director of Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717